

CALIFORNIA FRANCHISE TAX BOARD

Internal Procedures Manual
General Tax Audit Manual

17000 TIMEKEEPING

Track time spent on PASS case units using the PASS Desktop. Record all hours spent on direct, indirect, and non-PASS activities/tasks daily for accurate time reporting.

Any discrepancies between the time on the Time Management Reports and the state's payroll calendar hours for the month must be adjusted and reported according to each unit's timekeeping procedures.

At the end of every month, each audit staff member must report:

1. Direct time charged by workload code.
2. Indirect time charged by activity.
3. Production completed during the month.

NOTE: If hours are incorrectly recorded in PASS for the pay period and the user cannot modify the time until after the Time Management extract is run, it is important to correct it in PASS as soon as possible.

Reviewed: April 2003